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1 Global information

1.1 Preconditions

Install Adobe Reader Cersion 7.0 or higher.

1.2 Logon

Start any browser and open link <https://b2b.kostal.com/webedi>

Logon to the application:



Logon with user and password you received from KOSTAL. The logon-client is always "001".

1.3 Logout

To Logout close the browser window.

If the browser windows keep open and only the tab is closed, then the user is NOT logged out.

1.4 Navigation

Never use the browser's standard buttons like "Back", "Forward", "Refresh" etc. This dumps the application.

Use the menu and "Back" or "Foreward" button of the application **only**.



Alert Monitor

Navigation icons: Back, Forward, Home, Search, etc. | Exceptions | Release | Delivery | Ma

Selection

Show: [dropdown] [Reset] [Go] [C]

Planner: [input] [icon]

Customer: [input] [icon]

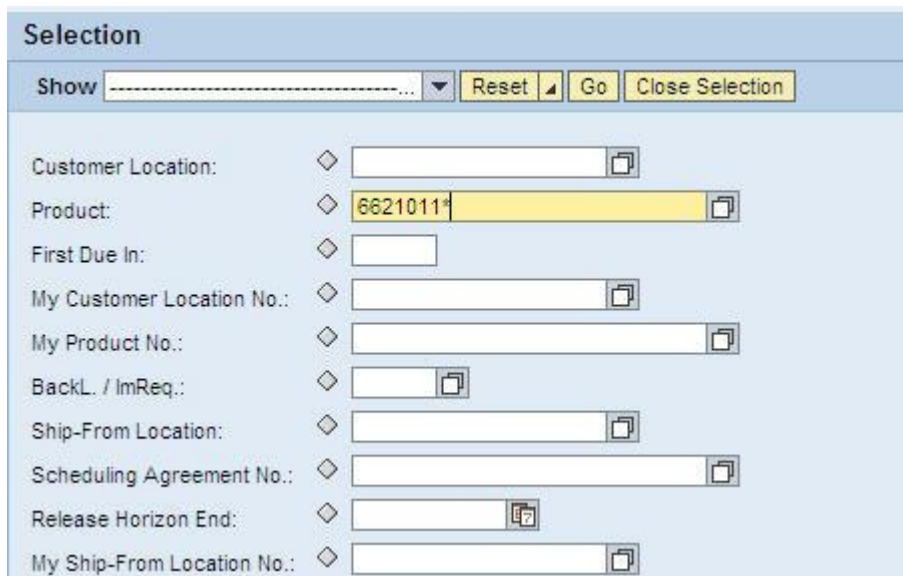
Supplier: [input] [icon]

Location: [input] [icon]

My Location: [input] [icon]

1.5 Search, Filter, Find

The "Selection" is available in all screens:



Selection

Show: [dropdown] [Reset] [Go] [Close Selection]

Customer Location: [input] [icon]

Product: [input] [icon]

First Due In: [input] [icon]

My Customer Location No.: [input] [icon]

My Product No.: [input] [icon]

BackL. / ImReq.: [input] [icon]

Ship-From Location: [input] [icon]


Scheduling Agreement No.: [input] [icon]

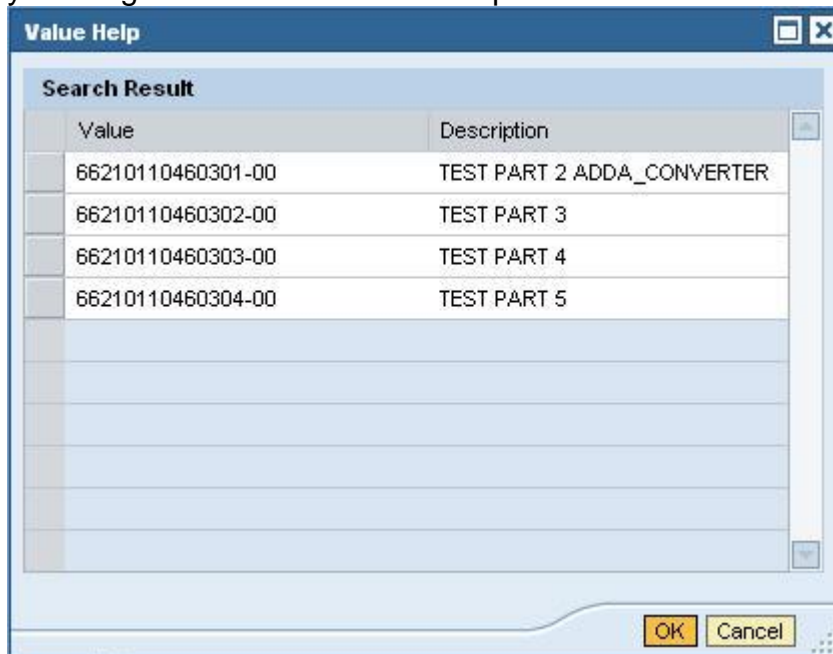
Release Horizon End: [input] [icon]

My Ship-From Location No.: [input] [icon]

Enter your search criteria and press "Go". The system will list the data that match to the criteria, or - if no such exist – an error message.


You may enter - like in the example above - a complete product number or only a part of a text, like "6621011*".

Every field with  at the end, offers a value help. Click once with the mouse on this symbol and you will get a new screen with the possible values:

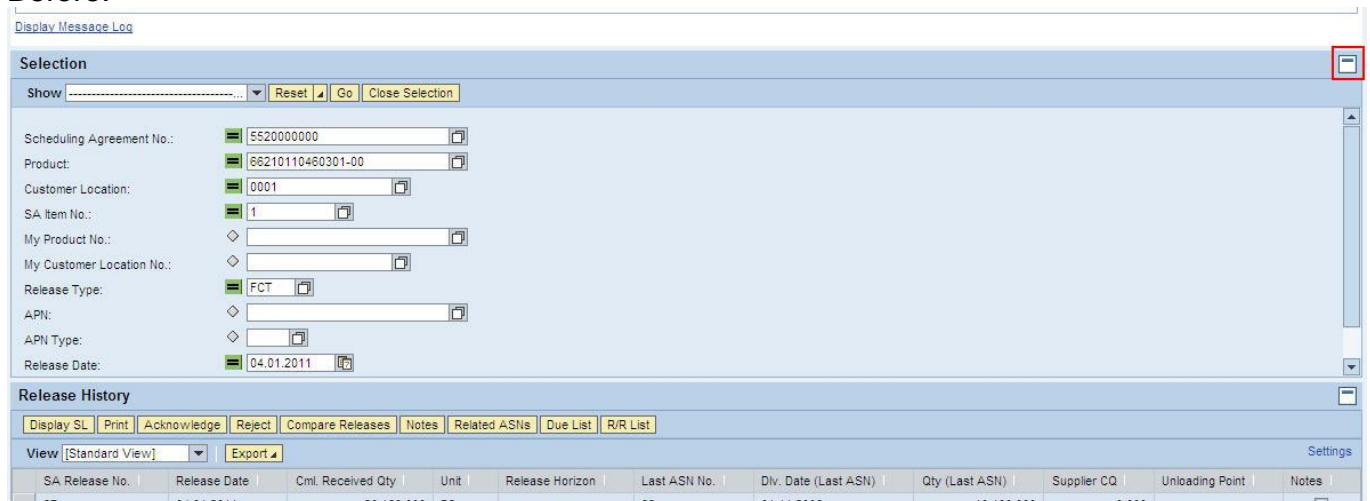


To transfer a value from the search results, click the value you like or mark the line and press "OK".

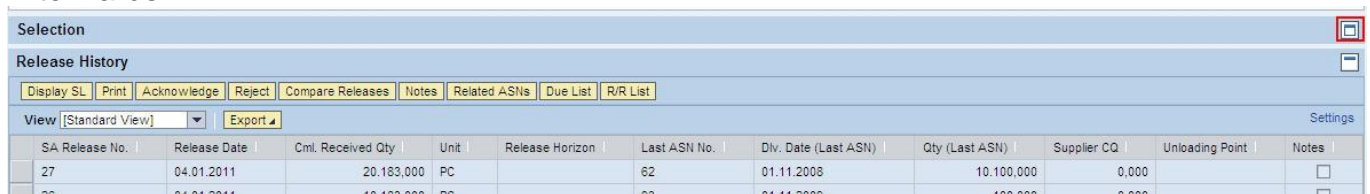
1.6 Open/Close Tray

In the work areas release details and release comparison very large tables are used. To create more space for important information, it is possible to close less important parts of the screen with  (at the right border of the window).

Before:



Afterwards:



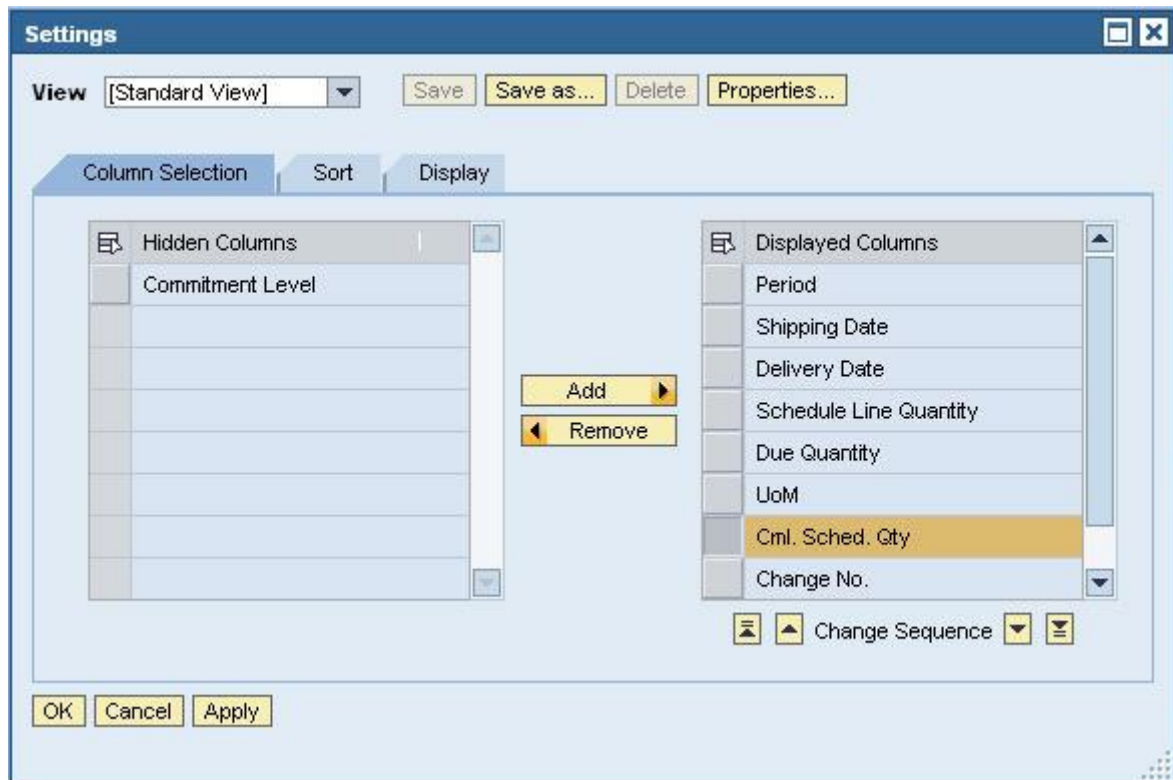
1.7 Personalize

Nearly all tables offer a personalize functionality:

- change the order of columns to your individual needs
- hide columns not needed
- change the number of rows

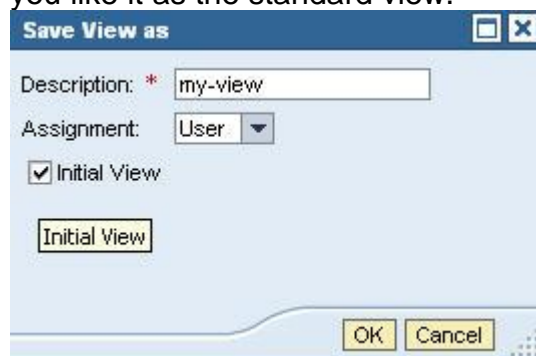
Press "Settings" on the top right-hand side of the table header and maintain the new table layout in the new screen.

Change the sequence or change the displayed or hidden columns by using the "add" and "remove" buttons.



On the other tabs you may change the sort order of the rows, filters and other display options, like number of displayed rows.

Click "Save as..." to save the settings for future use. Enter a name for the view and decide if you like it as the standard view.



The column sequence may be changed by moving the columns directly in the table, too. Don't forget to save the settings, if you want the for future use.

View my-view Details Create ASN Related ASNs Export							
	Product	Ship-To Loc.	Due On	Due Qty.	UoM	Order Doc.Type	Order Doc. No.
	66210110460301-00	0001	04.12.2010 12:00:00	55.545.425,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	04.01.2011 12:00:00	2.000,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	12.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	16.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	28.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	01.02.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000
	66210110460301-00	0001	25.02.2011 12:00:00	20.001,000	PC	Forecast Delivery Schedule	5520000000

1.8 Maintain own product number

In order to facilitate the identification of products in the application, you can add your own product numbers or description. For this purpose select "Partner-dependant Product Data" in the navigation menu and list all available entries with "Go".

Partner-Dependent Product Data

Exceptions Release Delivery Master Data

Partner-Dependent Product Data of Partner

Packaging Partner-Dependent Data User

Selection Area

Show Reset Go Close Selection

Product: To

Product Data

Display Save View [Standard View] Export Append Row Delete Row

*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Meas
66210110460301-00	222222		

Click "Append Row" to create a line which accepts input.

Following data items are relevant:

- "Product" for product number of KOSTAL
- "Product name at the partner" for your product number and
- "Description" for your product description

In further data fields you can enter descriptions of your own choice.

"Save" your data entries.

2 Release Process

2.1 Release Process Overview

Exceptions Release Delivery Master Data

Release Overview Release Overview (Supplier View)

Release Details Release Comparison

Show Reset Go Close Selection

Customer Location:

In the release process overview you can find all KOSTAL- delivery plans with the date of each last release.

Every release can be

- printed (displayed as PDF file and then printed) or
- downloaded as a CSV file or
- display the schedule lines

IMPORTANT:


Please confirm all new releases !!

If the new releases are not confirmed, you will automatically receive a daily reminder by email after the 5th day of opening the release.

In order to confirm a release, please mark it and click "Acknowledge".

In the column "Acknowledged" the actual date will be set automatically. This means releases without a date in the column "Acknowledged" were not yet confirmed by you!


Release Overview (Supplier View)


Exceptions Release Delivery Master Data


Selection

Show
Reset Go Close Selection

Customer Location:




Product:




First Due In:


My Customer Location No.:




My Product No.:




BackL. / ImReq.:




Ship-From Location:




Scheduling Agreement No.:



Release Horizon End:



My Ship-From Location No.:



Overview

Details Print Download Acknowledge Reject

View [Standard View]
Export

Product	Description	Acknowledged	Printed	Release Date	Ship-To Location	My Product No.
66210110460304-00	TEST PART 5			21.05.2010	0001	BCD-2
66210110460303-00	TEST PART 4			21.05.2010	0001	123654789
66210110460302-00	TEST PART 3			21.05.2010	0001	444444
66210110460301-00	TEST PART 2 ADDA_CONVERTER	04.01.2011		04.01.2011	0001	333333

2.2 Release Details

From the release overview you can achieve the release details or you click this point directly in the menu and then further corresponding selection criteria.

You will get an overview of all releases to one material and delivery plan. The last release will be shown with all its details.

Selection

Release History

Display SLPrintAcknowledgeRejectCompare ReleasesNotesRelated ASNsDue ListR/R List

View [Standard View]Export

SA Release No.	Release Date	Cml. Received Qty	Unit	Release Horizon	Last ASN No.
27	04.01.2011	20.183,000	PC		62
26	04.01.2011	10.183,000	PC		93

Schedule LinesRelease HeaderCumulative QtyShip-From LocationCustomer LocationShip-To Location

SA Schedule Lines for Release Number - 27

Notes

View [Standard View]Export

Period	Shipping Date	Delivery Date	Schedule Line Quantity	Due Quantity	UoM
Day	04.12.2010	04.12.2010	55.545.455,000	55.545.425,000	PC
Day	25.12.2010	25.12.2010	0,000	0,000	PC
Day	04.01.2011	04.01.2011	2.000,000	2.000,000	PC
Day	12.01.2011	12.01.2011	1.000,000	1.000,000	PC
Day	16.01.2011	16.01.2011	1.000,000	1.000,000	PC

At this point the functions

- printing (displayed as PDF file and then printed) or
- acknowledge

are available as well.

With the point "Compare Releases" you can find out which changes resulted in the past.

2.3 Release Comparison

If you select this function, the actual release will be compared with the previous one automatically.

Should a different comparison be made, please mark both releases and select "Compare Releases"

Release History - Product 66210110460301-00 (Scheduling Agreement 5520000000 Item 1) Ship-To Location : 0001								
Compare Releases Release Details								
View [Standard View] Export								
SA Release No.	Release Date	Cumulative Qty	UoM	Release Horizon	Last ASN No.	Last ASN Date	Last ASN Qty	
27	04.01.2011	20.183,000	PC		62	01.11.2008	10	
26	04.01.2011	10.183,000	PC		93	01.11.2009		
25	02.12.2010	10.083,000	PC		92	01.11.2009	1	
24	02.12.2010	10.083,000	PC		92	01.11.2009	1	
23	01.12.2010	10.083,000	PC		92	01.11.2009	1	

Comparison of SA Release - New Release No.27 and Old Release No.26						
View [Standard View] Export						
Period	Ship. Date	Delivery Start Date	Release No.26 Quantity	Release No.26 Cumulative Quantity	Release No.27 Quantity	Release No.27 Cumulative
Day	04.12.2010	04.12.2010	55.555.455,000000	55.565.638,000000	55.545.455,000000	55.565.638
Day	25.12.2010	25.12.2010	20.000,000000	55.585.638,000000	0,000000	55.565.638
Day	04.01.2011	04.01.2011	2.000,000000	55.587.638,000000	2.000,000000	55.567.638
Day	12.01.2011	12.01.2011	1.000,000000	55.588.638,000000	1.000,000000	55.568.638
Day	16.01.2011	16.01.2011	1.000,000000	55.589.638,000000	1.000,000000	55.569.638
Day	28.01.2011	28.01.2011	1.000,000000	55.590.638,000000	1.000,000000	55.570.638
Day	01.02.2011	01.02.2011	1.000,000000	55.591.638,000000	1.000,000000	55.571.638
Day	25.02.2011	25.02.2011	0,000000	55.591.638,000000	20.001,000000	55.591.638

2.4 Due List for Purchasing Documents

[←](#) [→](#) [✖](#) | [Exceptions](#) [Release](#) [Delivery](#) [Master Data](#)

[Receipts and Requirements](#) [Due List for Purchasing Documents](#)

☒ Comparison by Del [Advanced Shipping Notification](#)

☒ The latest turn releases are selected by default

All schedule line of the actual releases are listed in the due list, too. In this list you are able to examine the planned deliveries about all products, purchase documents by delivery date and quantity. This is an example of a personalized due list view:

View my-view Details Create ASN Related ASNs Export							
Product	Ship-To Loc.	Due On	Due Qty.	UoM	Order Doc.Type	Order Doc. No.	
66210110460301-00	0001	04.12.2010 12:00:00	55.545.425,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	04.01.2011 12:00:00	2.000,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	12.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	16.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	28.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	01.02.2011 12:00:00	1.000,000	PC	Forecast Delivery Schedule	5520000000	
66210110460301-00	0001	25.02.2011 12:00:00	20.001,000	PC	Forecast Delivery Schedule	5520000000	

For this overview you are able to:

- create a new delivery (ASN) directly, or
- download/export all data to a CSV-file, or
- navigate to a release

Use the due list to create new ASNs / deliveries.

Use Refresh to update the due list.

3 Delivery/ASN

3.1 ASN Overview Supplier



The ASN list overview shows all **Advised Shipping Notifications** (ASN) by you.

You can learn from the "Delivery Status" if an ASN was cancelled, not yet transferred ("Draft") or already sent to KOSTAL ("Published").

If KOSTAL could already book a goods receipt against one of your ASN, the ASN status will change to "Goods Receipt Complete".

(Attention: Transfer of goods receipt to an ASN will take effect with the next release of the delivery plan. This normally leads to that the "ASN Status" to "Goods Receipt Complete" will be set within a small delay of time to the particular time of booking!)

ASN List						
Display ASN Change ASN Publish Cancel ASN Copy ASN ASN History Print Download						
View <input type="text" value="my-view"/> Export						
ASN No.	ASN Status	Ship-To Location	Customer Location	Document Date	Delivery Date (ETA)	
869345	Goods Receipt Complete		0001	13.06.2008 11:59:09	17.06.2008 12:00:00	
869347	Goods Receipt Complete		0001	13.06.2008 12:05:59	17.06.2008 12:00:00	
869348	Goods Receipt Complete		0001	13.06.2008 12:09:34	17.06.2008 12:00:00	
987654321	Goods Receipt Complete		0001	25.02.2009 22:27:26	31.12.2008 12:00:00	
A5000	Draft	0001	0001	17.12.2010 15:01:14	20.12.2010 12:00:00	
BATCHK	Cancelled		0001	29.08.2008 19:32:29	31.08.2008 00:00:00	
KOI_EXAMPLE	Draft		0001	04.11.2008 11:12:51	01.12.2008 12:00:00	
ZASN001	Published	0001	0001	22.12.2010 10:22:00	31.12.2010 12:00:00	
ZASN002	Published	0001	0001	22.12.2010 10:43:32	31.12.2010 12:00:00	
ZASN003	Published	0001	0001	22.12.2010 11:02:46	31.12.2010 12:00:00	

3.2 Create ASN from Due list

Step 1:

Mark a line of the due list and click on "Create ASN"

View <input type="text" value="my-view"/> Details Create ASN Related ASNs Export						
Product	Ship-To Loc.	Due On	Due Qty.	UoM	Order Doc.Type	
66210110460301-00	0001	04.12.2010 12:00:00	55.545.425,000	PC	Forecast Delivery Scl	
66210110460301-00	0001	04.01.2011 12:00:00	2.000,000	PC	Forecast Delivery Scl	
66210110460301-00	0001	12.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Scl	
66210110460301-00	0001	16.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Scl	
66210110460301-00	0001	28.01.2011 12:00:00	1.000,000	PC	Forecast Delivery Scl	
66210110460301-00	0001	01.02.2011 12:00:00	1.000,000	PC	Forecast Delivery Scl	

Always select only one line, as an ASN may include only one material.

Several line items maybe selected (one per vendor batch) if the batch must be entered in the ASN.kostal site specific requirement.

Advice:

If you like to deliver two or more parts of a delivery plan with an ASN, so create the ASN only to the first open schedule line and change the quantity according by the next step or change each line item qty to the qty per vendor batch.

Step 2:

Check Save Draft Publish ASN Reset Download

General Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point

ASN No.:

Customer Location:

My Customer Location No.:

Delivery Date (ETA):

12:00:00 Ship-From Location:

12:00:00 My Ship-From Location No.:

Shipping Date:

09:37:24 Number of HUs:

Document Date:

Notes available: ☐

Invoice Recipient:

ASN Items

Add Item Delete Item Round Packing Show Details

View [Standard View] Export

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch
1	66210110460301-00	TEST PART 2 ADDA_CONVERTER	55.545.425,000	0,000	PC	5520

- Enter your delivery note number in the field "ASN No.", if necessary (otherwise the system assigns a delivery/ASN number automatically)
- Adapt the "Delivery Date", if necessary (date of arrival at customer and this may not lie in the past)
- Adapt the "Shipping Date", if necessary (planned date of leaving supplier and this may not lie in the past)
- Adapt "ASN Qty", if necessary (first mark the line so that the field is ready to enter your data)
- The "Unloading Point" you will find at the corresponding table
- The "vendor batch" must be unique per line item.

If you like to print labels for the packages later, you have to save your ASN at this point! For that, click "Save/Draft".

Step 3:

Now click the "Packing" button near the ASN items table to pack the ASN (see chapter 4)

Step 4:

After packaging change to "Print All Labels" (see chapter 3.3)
Click "Back" to return to the ASN overview.

Step 5:

Go to "Save/Publish" in order to send the ASN to KOSTAL.

Afterwards go to "Printing" in order to print the delivery note.

If you intend to send the ASN at a later point of time, please go to "Save/Draft". So you can select it later in the ASN overview and revise it by "Change" (see chapter 3.1).

3.3 Print Labels and Delivery Notes

Labels can be printed via the packaging dialogue (ASN create/change -> packing). For that, please select "Print all labels".

As well, you can print the labels single: mark the desired Handling Unit and go to "Print Label". The delivery note can be printed out by the ASN details (clicked by ASN create/change). Therefore, please click "Print". As long as the ASN has not been published, the item "Draft" occurs on the delivery note.

Following a new screen or tab is displayed starting the application AcrobatReader. Now a PDF-document with labels res. delivery notes to be printed will be loaded. For each pallet (group-HU) a separate PFG-file will be generated.

ASN Packing

Exceptions Demand Replenishment Delivery Master Data

ASN Items - ASN n. - 00104598

Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details

View [Standard View] Export

Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	Pack. Spec. Identifier
000001	66990012640300-00	CHOKE S 0H -B82789S0223N002 bet	17.000,000	PC	17.000,000	100,00	







HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Col

Export

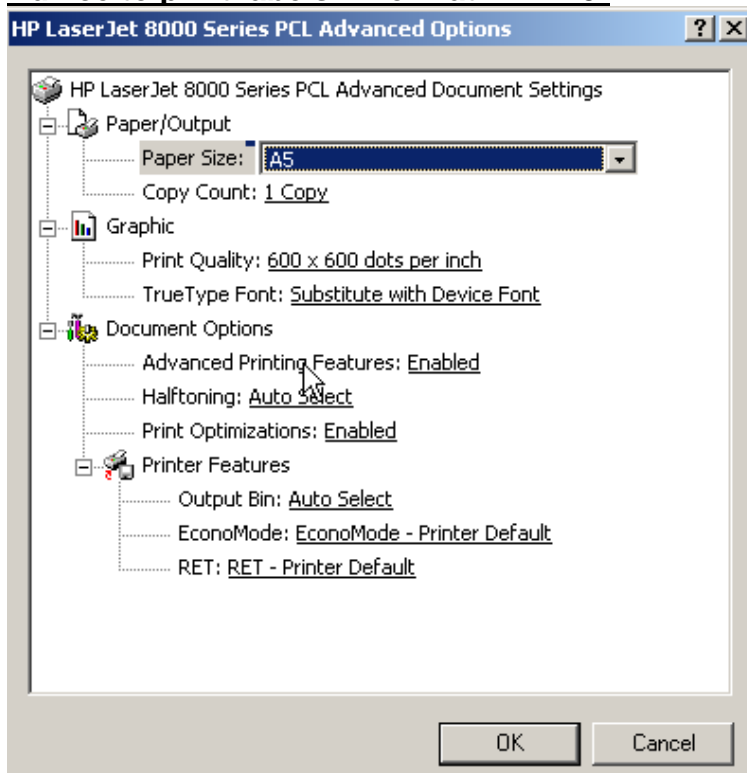
Pack Level01	Pack Level02	Pack Level03	Pack Level04
-71947050030001-1821805			
	+71946000010001-1821806		
	+71946000010001-1821807		
-71947050030001-1821808			
	+71946000010001-1821809		
	+71946000010001-1821810		

For each pallet a separate PDF-file will be created as a tab or screen

(1) Ship-to party Leopold KOSTAL GmbH & Co. KG D-58513 LÜDENSCHIED		(2) Unloading point - storage location - usage key 0570	(3) Delivery note number (N) 104598 
(8) Customer reference number (P) 66990012640300-00 			
(9) Max. no. (Q) 5,000 		(10) Description of delivery, service CHOKE S 0H -B82789S0223N002 belt	
(12) Supplier number (V) 815660 		(11) Supplier reference number (S08)	
(16) Package number (S) 1821809 		(13) Production date T 11.07.21	(14) Engineering change status
		(18) Batch number (H) 	

You can print out the document now and afterwards close the screen.

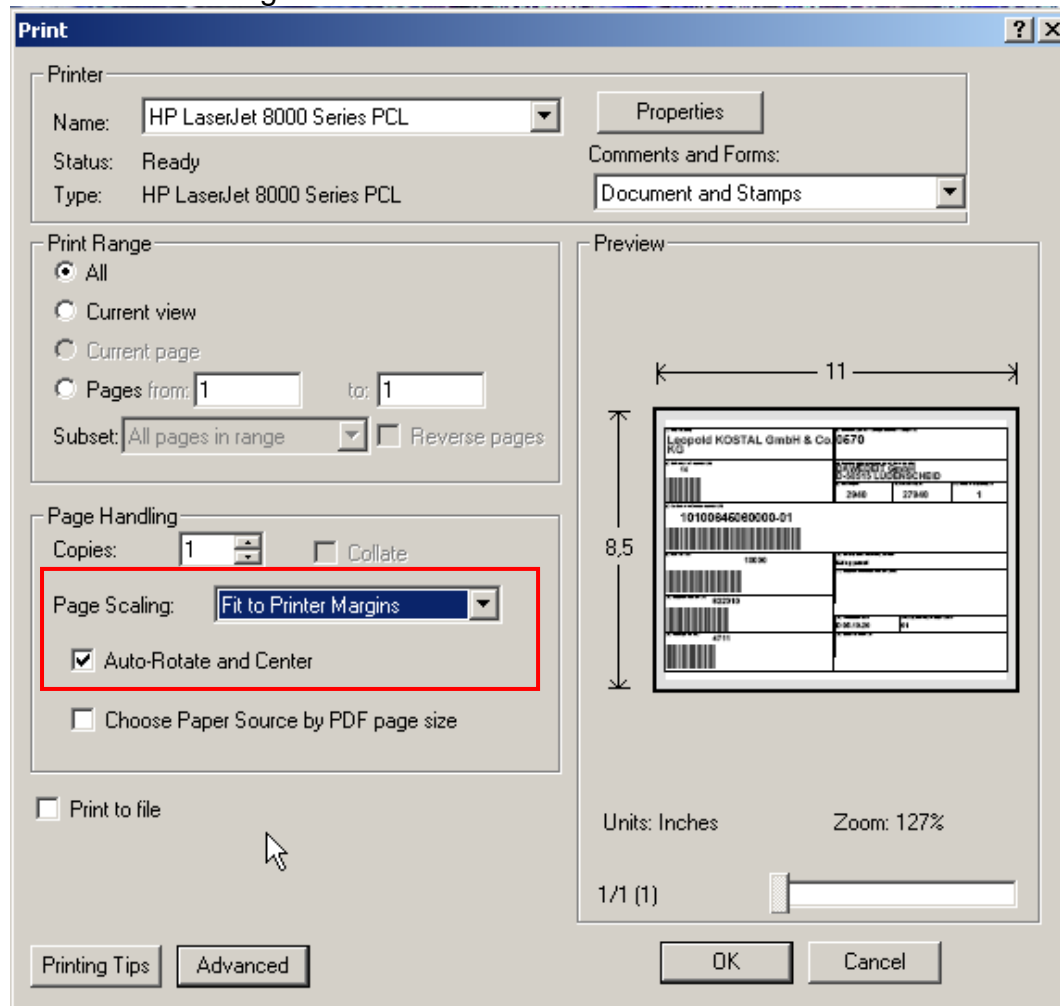
Advice to print labels in format DIN A 5:



In order to print labels in paper-size DIN A5 correctly, you should change the following setting of the printing dialogue of AcrobatReader:

Go to printer settings and select the paper size A5.

Select "Auto-Rotate and Center" in printing dialogue of AcrobatReader and the page adjustment "Fit to Printer Margins".



4 Packaging

It is essential that in the ASNs the exact packaging structure of the physical delivery is displayed. **Only complete packaged Advised Shipping Notes can be sent to KOSTAL!** You have the possibility to create the handling units of an ASN manually or to let determine them automatically. In the latter case, it is provided that a packaging instruction ("Packaging Specification") has been maintained (see chapter 4.3).

By the button "Packing" you will reach the packaging dialogue from the ASN.

Buttons in packaging dialogue:

Reload ASN: Reset to the last saved packing

Save ASN Draft: Saves the actual packaging status, handling can be continued later.

Automatic Packing: Packaging according specifications automatically

Check ASN: Revises, whether ASN corresponds to miscellaneous criteria:

- ASN includes only one item
- Quantity is packed completely

Create HU: Opens an area in which the packing material for the new HU can be entered

Cut: Copies the marked HU with all substructures in the clipboard

Paste: Inserts an HU with all substructures from the clipboard

Pack: Allocation of material to HU

Unpack: Unpacking of the marked HU

Print label: Printing label of marked HU

Print all labels: Printing of all labels

Print HU subtree: Printing all labels of the marked HU tree

Expand: Displays subtree of marked HU or - if no HU has been marked - all HUs

Collapse: Closes the HUs again

4.1 Manual Packaging

As a matter of principle, all ASNs should be packed automatically with packing terms.

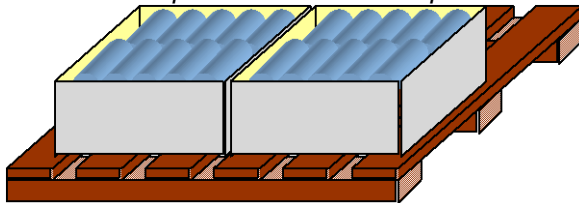
In the case that one ASN should be packed unusually, it can be packed manually.

For traceability purposes only items of the same vendor batch can be packed in one HU!

While manual packing all packages (Handling Units/HU) will be created single and the products get packed. HUs can be provided with own numbers.

Example: Following structure will be created:

2 boxes with x parts material on one pallet



Procedure:

1. Create HU with packaging material "pallet"
2. Create HU with packaging material "box"
3. Pack ASN position (=material) in "box"
4. Cut HU-"box"
5. Paste HU-"box" twice on "pallet"

Click "Packing" in ASN

You will see from the overview which material in which quantity is to be packed. The actual status of packaging, as well as absolute and in percent values will be shown by color codes with regard to the legend.

ASN Packing

←
→
⌂
Exceptions
Release
Delivery
Master Data

ASN Items - ASN n. - 00000136

Automatic Packing
Check ASN
Save ASN / Draft
Save ASN / Publish
Reload ASN
ASN Details

View [Standard View]
Export

Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	Pa
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	55.545.425,000	PC	0,000	0	

HU - Hierarchical view

Create HU
Cut
Paste
Pack
Unpack
Print label
Print All Labels
Print HU subtree
Expand
Collapse

Export

Pack Level01	Pack Level02	Pack Level03	Pack Level04

Step 1:

Click "Create HU".

Now create an HU for your "pallet" and select the fitting packing material.

If you like to provide the HU number manually, you will have to do this at this point.



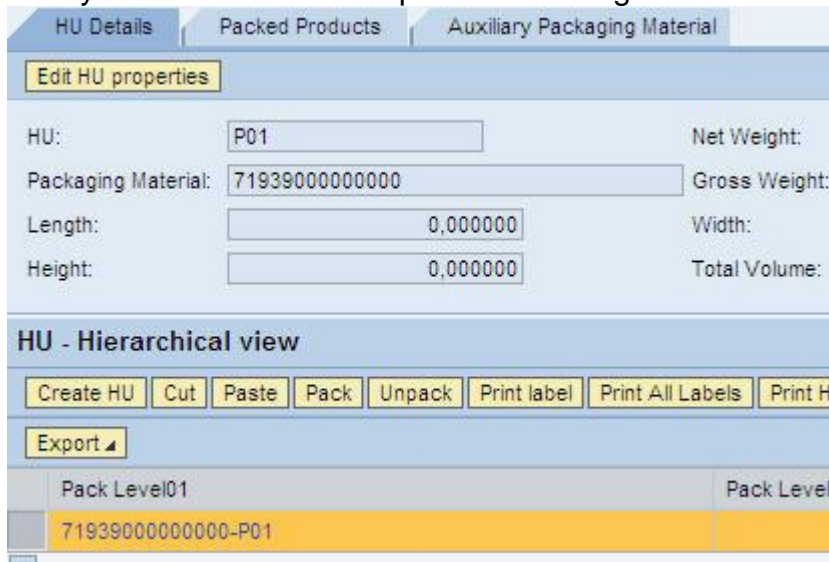
HU Details
 Edit HU properties
 HU: P01
 Packaging Material: 71939000000000
 Length: 0,000000
 Height: 0,000000
 Ok Cancel

Following, please confirm with "OK".

You will go back automatically to the packaging overview and see your "pallet" on the Pack Level01. The packing material, as well as the number of HU will be shown (separated by a dash).

Step 2:

Now you have to mark the "pallet HU" and go to "Create HU" again.



HU Details | Packed Products | Auxiliary Packaging Material
 Edit HU properties
 HU: P01 Net Weight:
 Packaging Material: 71939000000000 Gross Weight:
 Length: 0,000000 Width:
 Height: 0,000000 Total Volume:
HU - Hierarchical view
 Create HU Cut Paste Pack Unpack Print label Print All Labels Print H
 Export

Pack Level01	Pack Level
71939000000000-P01	

At this time, enter the data of packing material of the box and confirm with "OK".

HU Details

Edit HU properties

HU: Net Weight:

Packaging Material: Gross Weight:

Length: Width:

Height: Total Volume:

Ok Cancel

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree

Export

Pack Level01	Pack Level02
71939000000000-P01	

Now you see the overview that the *Box-HU* (level02) is on the *Pallet-HU* (level01).

ASN Items - ASN n. - 00000136

Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details

View [Standard View] Export

Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	55.545.425,000	PC	0,000	0

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse

Export

Pack Level01	Pack Level02	Pack Level03
-71939000000000-P01		
	71948000000002-000052392	

Step 3:

Now mark the ASN position with the material as well as the *Box-HU* and go to "Pack".

Note: only one line item allowed per lowest level HU.

You will receive a new screen area in which you can enter the packed quantity of the box.

ASN Items - ASN n. - 00000136

Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details

View [Standard View] Export

Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	Pack. Spec. Identifier	Serialized	Weight	Weight
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	99,000	PC	0,000	0			0,000000	

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse

Export

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
-71939000000000-P01				
	71948000000002-000052392			

Packed Products Auxiliary Packaging Material

Edit HU properties Pack Another Item Pack with Serial Numbers

Export

Item No.	Product	Product Description	My Product No.	My Product Desc.	Packed Quantity	Unit
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER			33	PC

Ok Cancel

After entering the quantity confirm with "OK".

Following, you can see in the structure, that 10.000 pieces of material (step 3) have been packed in the box (step 2).

ASN Items - ASN n. - 00000136

Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details

View [Standard View] Export

Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	99,000	PC	33,000	33

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse

Export

Pack Level01	Pack Level02	Pack Level03
-71939000000000-P01		
	-71948000000002-000052392	
		000001 -66210110460301-00 -33,000PC

Step 4:

In the case the quantity of material in each box is dissimilar (or if you like to provide the HU number manually) repeat step 2 and 3 as far as the material has completely been packed (color legend green).

If the quantity in all or nearly all is identical, so you have to mark the *box-HU* and go to "Cut".

Mark now the *pallet-HU* and go to "Paste". Paste the box with the packed quantity as often until the total quantity has been packed.

If you like to copy a complete *pallet-HU* (step 1) including the *box-HUs* (step 2), so mark the *pallet-HU* and go to "Cut".

Ensure that no line is marked and go as often to "Paste" as the pallet has been replicated in the sum requested.

4.2 Automatic Packing

In order to pack automatically, you have to create a packing specification first and assign it to the corresponding material (see chapter 4.3).

If this is done correctly, the packaging specification will be shown automatically in the packing dialogue:

ASN Items - ASN n. - 00000136								
Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details								
View [Standard View] Export								
Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	Pack. Spec. Identifier	
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	99,000	PC	0,000	0	383	

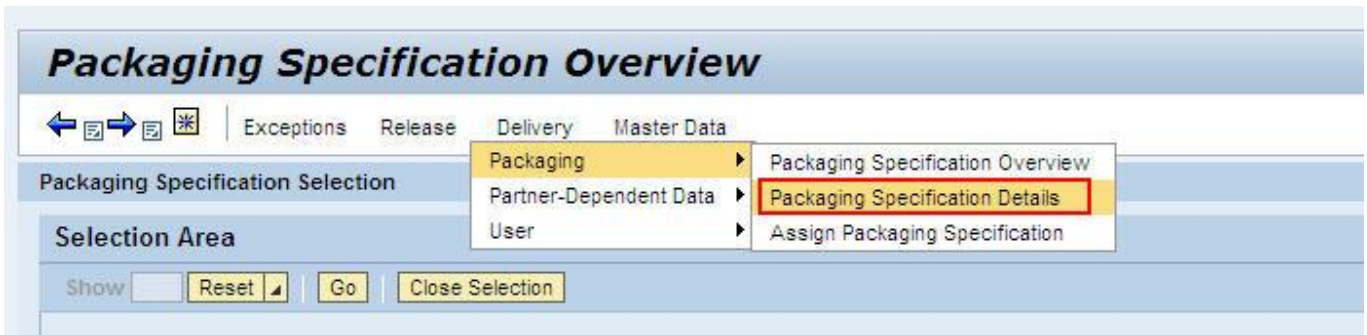
If you have assigned different packaging specifications to one material (e.g. for different packaging materials), you can now mark a line and select a different packaging specification by the value help of the field.

Now refer to "Automatic Packing" and the system packs the total quantity according to the input of packaging specification.

ASN Items - ASN n. - 00000136								
Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details								
View [Standard View] Export								
Item No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	Pack. Spec. Identifier	
000001	66210110460301-00	TEST PART 2 ADDA_CONVERTER	99,000	PC	99,000	100	383	

HU - Hierarchical view		
Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse		
Export		
Pack Level01	Pack Level02	Pack Level03
-71947128131001-000052393		
	-71948000000002-000052394	
		000001 --66210110460301-00 --10,000PC
	+71948000000002-000052395	
	+71948000000002-000052396	
	+71948000000002-000052397	
	+71948000000002-000052398	
	+71948000000002-000052399	
	+71948000000002-000052400	
	+71948000000002-000052401	

4.3 Packaging Specifications (SNC)



In order to pack a material automatically, you have to create at least one guideline (packaging specification) and to assign it to the material.

A Packaging Specification (PS) consists of *Level*, *Content* and *Element*.

Level:

In general, a PS consists of two levels: pallet and boxes

At the area of the levels, you have to define first the level of boxes (level 1) and enter the maximum quantity of material per box.

Following you enter the maximum quantity of boxes of each pallet (level 2)

Elements:

At least one element belongs each level.

Elements define the exact packing material (plus possible added facilities like covers or blister) of each level.

Content:

Content is the product (material number) and will be assigned blanketly (not to each level separately)

4.3.1 Display Packaging Specifications

Before creating a packaging specification for the product, you should check if one does already exist.

Select in menu "Packaging" -> "Overview Packaging Specification"

Packaging Specification List				
<div> <div>Details</div> <div>Copy</div> <div>Delete</div> </div>				
<div> <div>View</div> <div>[Standard View]</div> <div>Export</div> </div>				
Packaging Spec.	Description	Packaging Specification Group	Group Description	PS
2	test	SAP	Standard	2
11	Luca	SAP	Standard	2

You will receive a list of all already created packaging specifications.

You can see the created packaging structure when marking the packaging specifications and click to "Pack Spec Details".

Packaging Specification Details

Pack. Spec. ID: ☐ Change Number:

Packaging Specification Header Data

Packaging Specification Group:

Packaging Specification Identifier:

Packaging Specification Desc.:

Packaging Specification Status:

Pack. Spec. Change Number:

Content | Level | Admin Details

Content

View:

Cont. Seq. No.	Product	Product Desc.	My Product No.	Quantity
1	66210110460301-00	TEST PART 2 ADDA_CONVERTER		1,000

At this point of *PS-Content* you can see the material for which the packaging structure has been created.

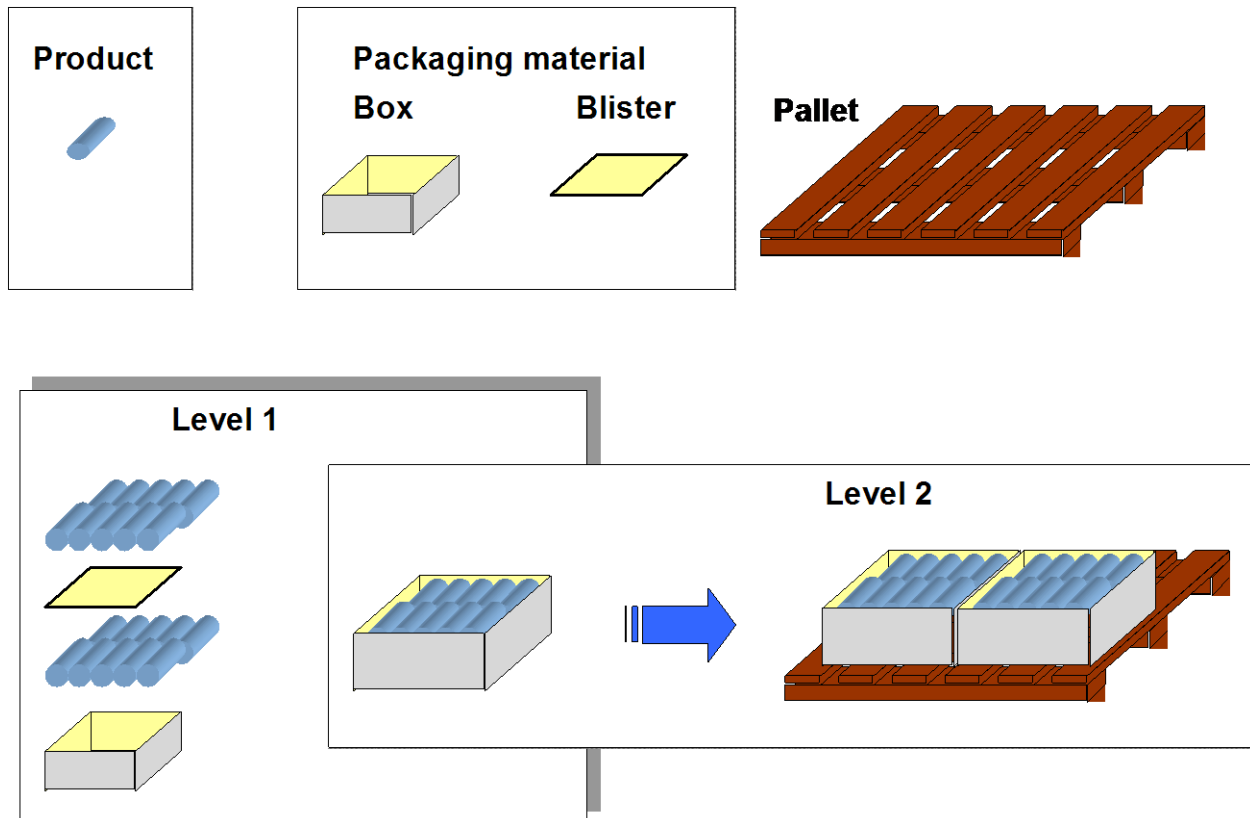
4.3.2 Create Packaging Specification

If no packaging specification is found, please click, "Packaging -> "Details Packing specification" in the menu. Go to the button "Create" and enter the packaging specification description.

First create the "Content".

Afterwards, the levels with their elements will be created.

Following structure will be arranged in the example:



Step 1: Content

In the PS-Content it will be specified, which product has to be packed.

("What will be put into the box?")

As only one product may always be packed, only one line will be created.

For that, mark the line and click to the particular field.

Packaging Specification Details

Pack. Spec. ID: Change Number: 00000002

Packaging Specification Header Data

Packaging Specification Group: SAP - Standard

Packaging Specification Identifier:

Packaging Specification Desc.: 66210110460301-00 Pal

Packaging Specification Status: New

Pack. Spec. Change Number:

Content | Level | Admin Details

Content

View: [Standard View]

Cont. Seq. No.	Product	Product Desc.	My Product No.	Quantity
1	66210110460301-00			1

- Content Sequence: always enter "1"
- Product: select the material to be packed from the value selection

- Quantity: always enter the smallest possible quantity in which the product can be packed (as a rule 1 piece)

By "Add Content" you can create further lines.

By "Delete Content" you can delete your data entered.

Now change to the table "Level"

Step 2: Create Level

With the PS-levels the packaging structure will be determined:

- Level "1" is the smallest packaging unit (**KLT**), e.g. a box
- Level "2" is the next larger packaging unit (**GLT**), the pallet.

Please check with KOSTAL site how many packaging levels are accepted.

- Level sequence: "1" for "box level", "2" for "pallet level" or outer level and so on per level
- Target Quantity: maximum quantity of products in each box or maximum number of boxes on pallet
- Minimum Quantity: minimum quantity of products in each box or minimum number of boxes on pallet
- Round Quantity: as a rule: packaging unit
- HU: select this field always.

Now select the level to define the packing material

Step 3: Create elements per level

Mark to "Level sequence" where the next element is to be defined and push "Elements" button. A new table is opened. Please push "Add Element".

The screenshot displays two tables within the 'Level' and 'Related Elements' sections. The 'Level' table has columns: Level Sequence No., Target Quantity, Minimum Quantity, Round Quantity, and HU. The 'Related Elements' table has columns: Elem. Seq. No., Packaging Material, Pack. Mat. Description, HU-Relevance, and Quantity. Red boxes highlight the 'Add Element' button in the 'Related Elements' section and the first row of the 'Related Elements' table.

Level Sequence No.	Target Quantity	Minimum Quantity	Round Quantity	HU
2	20	1	0	<input checked="" type="checkbox"/>
1	10	1	0	<input checked="" type="checkbox"/>

Elem. Seq. No.	Packaging Material	Pack. Mat. Description	HU-Relevance	Quantity
1	71948000000002		1	1

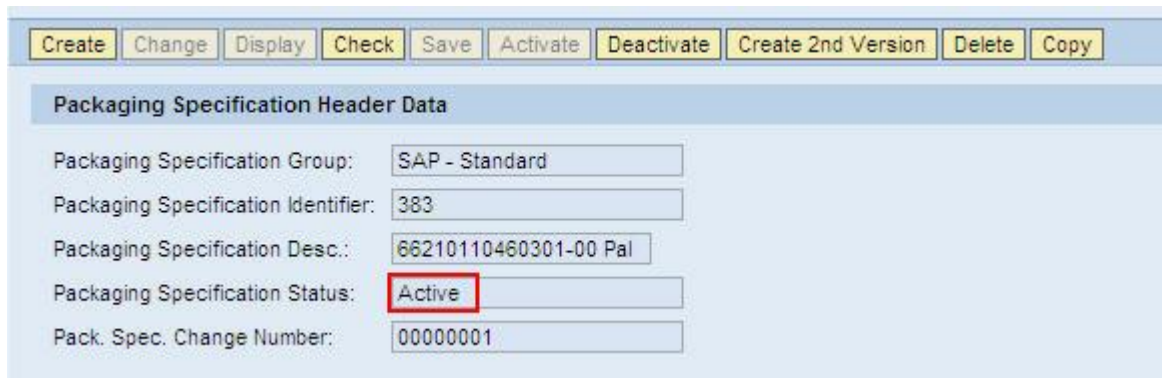
- **Element Seq:** Start always with "1" for the box where the product is packed into. If additional returnables are used for packing (like top cover, blister), additional elements with increasing sequence number have to be created.
- **Packaging Material:** Enter or select the used packing material from the value help
- **HU-Relevance:** Enter "1" in the line for packing material (box, pallet) and "2" for auxiliary material (top cover, blister etc.). Label will be printed for HU-relevant elements.
- **Quantity:** In HU-relevant line enter always "1". For auxiliary material enter the number of materials per box (e.g. "4" for 4 blister per box).

Mark now the second Level.

The lower table for "Elements" will be shown again blank. At this place click on "Add Element" and proceed as above mentioned!

Step 4: Pack specification completment and saving

- Enter a description in the field "Pack Spec.-ID Desc." to the PS
- Save the PS
- Activate the "Pack Spec Status", otherwise the PS can not be used



Buttons: Create, Change, Display, Check, Save, Activate, Deactivate, Create 2nd Version, Delete, Copy

Packaging Specification Header Data

Packaging Specification Group: SAP - Standard

Packaging Specification Identifier: 383

Packaging Specification Desc.: 66210110460301-00 Pal

Packaging Specification Status: **Active**

Pack. Spec. Change Number: 00000001

The system allocates a definite number automatically.

The new PS has to be assigned now.

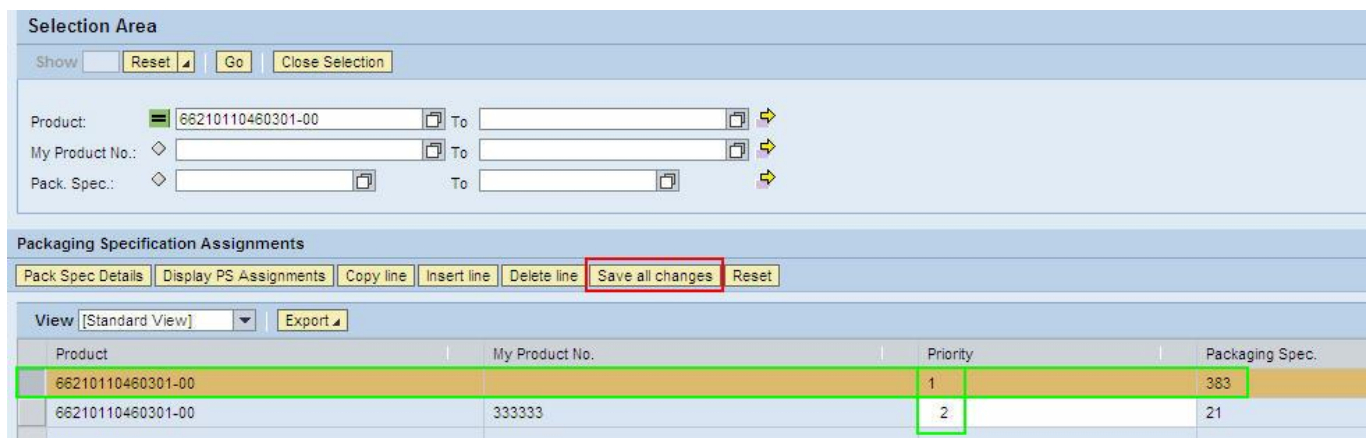
Step 5: Pack specification assignment

Select in menu "Packaging -> Supplier View -> Assign Pack Specification".

Check the actual assignment first by selecting them.

Then click on "Create/Change PS Assignments" and "Insert line" in order to create a new assignment.

Enter the product to be packed, priority and the number of pack specification.
Do not forget to save your data entry.



Selection Area

Show Reset Go Close Selection

Product: To

My Product No.: To

Pack. Spec.: To

Packaging Specification Assignments

Buttons: Pack Spec Details, Display PS Assignments, Copy line, Insert line, Delete line, **Save all changes**, Reset

View: [Standard View] Export

Product	My Product No.	Priority	Packaging Spec.
66210110460301-00		1	383
66210110460301-00	333333	2	21

This PS will be automatically proposed for packing the next ASN in future!

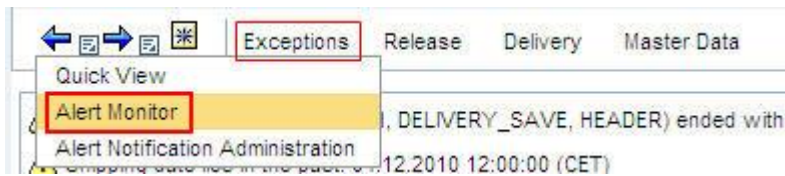
Advice:

- The material of *Allocation* has to agree on the Content of the PS!!
- Please ensure that you have entered the data in all fields in the PS as above mentioned. (Fields like quantity and UoM have to be completed as well, otherwise the PS can not be shown in the packaging dialogue.)
- For the same material you can define and allocate different PS. In this case, please regard to define different priorities. The PS with the lowest priority number will be automatically proposed in the packaging dialogue, but it can be changed manually.

5 Alerting

Alerting means, that you will be kept informed about exceptional circumstances or important modifications by email. Alerting will be initialized by KOSTAL for you.

5.1 Selection of Alerts



Select in Alert Monitor e.g. the most important Alerts for the Release Process:

- 0023 New Release
- 0024 Unconfirmed Release

 A screenshot of the 'Alert Monitor' interface. The top section is titled 'Selection' and contains a 'Show' dropdown menu, a 'Reset' button, a 'Go' button, a 'Close Selection' button, and a 'Set Notification' button. Below this are several input fields for filtering alerts: 'Planner:', 'Customer:', 'Supplier:', 'Location:', 'My Location:', 'Product:', 'My Product No.:', 'Alert Category:', 'Alert Type:', and 'Alert Priority:'. Each field has a diamond icon and a search icon. The 'Alert Type' field is highlighted with a green border and contains the value '0023'. The 'To' field next to it contains the value '0024'. The bottom section is titled 'Statistical View' and contains a 'Reset to Default' button. Below this are two dropdown menus for 'Grouping Criteria 1' (set to 'Alert Type (Long)') and 'Grouping Criteria 2'. There is an 'Export' button. At the bottom, there is a table with two columns: 'Alert Type (Long)' and 'Medium'. The first row of the table has the value 'New Scheduling Agreement Release' in the first column and the number '1' in the second column. The number '1' is highlighted with a red border.

Click on the number and you receive a list of all Alerts.

Export ▾

Alert Type (Long) Medium

New Scheduling Agreement Release 1

Release Alerts

Form See details **Acknowledge** Delete alert Show Notification History Notes

View [Standard View] ▾ Export ▾

Alert number	Location No.	Product	Alert Type	Partner From
3888	0001	66210110460301-00	New Scheduling Agreement Release	700015

You can mark all Alerts of one page and select following function:

- *Acknowledge* (later you can use it as a selection criteria and display only the not acknowledged and therewith new Alerts)
- *Delete Alert*
- *See Details* (in this example you will receive the new release)
- *User action* and *Notes* are not active at present.

5.2 Alert message generation

The basic data administration of Alerts will be done in the ICH. Based on the selection profile (which Alerts?) a notification profile will be deposited, which in turn does affect how the particular message will be sent.

KOSTAL will make a presetting for you, which - as far as possible - should not be changed. Only refer to the message profile in order to change your email address.

5.2.1 Selection profile arrangement

The selection criteria *Alert Type*, *Ship-to Location* and *Product* of the message profile will be "continued in use", this means they provide as basis for the selection of creating messages. All further selection criteria serve only for restriction of Alert screen and will not be used when creating an Alert message.

- Select *Alert-Type* 0023 to 0024

- Refer now to "Save als..." in order to save your data entered. At this place you have the possibility to assign a name for this selection.

Alert Monitor

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invo

Selection

Show [dropdown] [Reset] [Go] [Close Selection] [Set Notification]

Planner: [dropdown] [icon] To [dropdown] [icon] [icon]

Customer: [dropdown] [icon] To [dropdown] [icon] [icon]

Supplier: [dropdown] [icon] To [dropdown] [icon] [icon]

Location: [dropdown] [icon] To [dropdown] [icon] [icon]

My Location: [dropdown] [icon] To [dropdown] [icon] [icon]

Product: [dropdown] [icon] To [dropdown] [icon] [icon]

My Product No.: [dropdown] [icon] To [dropdown] [icon] [icon]

Alert Category: [dropdown] [icon] To [dropdown] [icon] [icon]

Alert Type: [icon] 0023 [icon] To 0024 [icon] [icon]

Alert Priority: [dropdown] [icon] To [dropdown] [icon] [icon]

Statistical View

[Reset to Default]

Grouping Criteria 1: [Alert Type (Long)] Grouping Criteria 2: [dropdown] Grouping Criteria 3: [dropdown]

- Decide if you need the selection user specific or partner specific and you you like it as default.

Supply Network Collaboration (Supplier View)

Name: * [Release-Alerts] [Partner-Specific] [Default]

[OK] [Cancel]

- Press "OK" to save

Having created (Save) the selection profile, the message profile can be created by the button "Set Notification"

Selection

Show [RELEASE-ALERTS] [Save as...] [Go] [Close Selection] [Set Notification]

Planner: [dropdown] [icon] To [dropdown] [icon] [icon]

Customer: [dropdown] [icon] To [dropdown] [icon] [icon]

Supplier: [dropdown] [icon] To [dropdown] [icon] [icon]

Location: [dropdown] [icon] To [dropdown] [icon] [icon]

5.2.2 Message profile creating

- Create a new selection profile or select an existent profile

- Click now to the Button "Set Notification"

All fields, which have to be maintained for sending Alerts are boxed in green. Fields in red boxes should not be maintained.

Name of selection: - RELEASE-ALERTS (Partner: 0000700041)

Save Delete

Valid-from Date: 08.06.2011

Valid-to Date: 31.12.9999

Recipient Type: C-Channel

Recipient User: 100000053

E-Mail Address: first.last@msn.com

Fax Country:

Fax Number:

Sending User: 100000053

Message Channel: EMAILD -E-Mail (Direct)

Message Profile: ZDEFAULT RELEASE ...

Minimum Priority: 3-Information

Immediate Notification: ☐

Periodic Notification: ☒

- Start Date: 08.06.2011

- Start Time [hh:mm]:

- Period [hh:mm]: 1:00

Unacknow. Alerts Only: ☒

Profile Is Active: ☒

Minimum Age [hh:mm]:

Maximum Age [hh:mm]: 24:00

Following fields are of importance:

E-Mail-Address:

The system sends the message to the address being deposited.

Message Channel:

Selection of medium by which a message will be sent.

Always select : EMAILD (the message will be edited and set by email)

Message profile:

Definition of parameter which have to be maintained in the message.

Minimum priority:

Only Alerts will be included in the message which priority is equal or higher. Alerts of lower priority will not be considered.

Minimum Age / Maximum Age:

If a period of time was deposited at this place, only Alerts would be included in the message which were created within this period of time.

Immediate Notification:

This character operates that when creating an Alert the corresponding notification will be sent.

Periodic Notification:

Alerts, which have set this character in their notification profile, will be collected and sent every night.

Unacknowledged Alerts only:

The Alert messages should only contain Alerts, which have not been confirmed yet.

6 Quick-Guide

In this range you will find the most important information for working with ICH in a brief summarized version.

- **Alerting**
You will receive an email automatically, as soon as a new due list release is available in the ICH.
In the same way, you will get informed by email, if you do not acknowledge new releases within 5 days in the ICH.
- **Acknowledgement of releases**
You have to confirm all releases within 5 days. Refer to the release overview, see the new releases and click to the button "Acknowledge". The releases will be marked as confirmed. This acknowledgement is no acceptance for delivery and does only serve for securing that you have registered a new release.
- **Pack specifications**
Please create packing specification according to the agreed with KOSTAL packaging structure for all materials. This is a one-time expense per each material and simplifies considerably the creating of ASN.
- **Due list**
You will find the scheduling of all releases ordered by date in the due list. Thus, you will record which materials in which quantity have to be delivered next. You can create an ASN for KOSTAL directly from the list.